

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [Internship Position] at [Company's Name] as advertised [where you found the listing]. I am currently a [Your Year, e.g., sophomore, junior] studying [Your Major] at [Your University], and I am eager to gain hands-on experience in [specific field or industry].

I believe my skills in [specific skills or experiences related to the internship] make me a strong candidate for this position. During my time at [Previous Experience or Relevant Coursework], I was able to [mention any relevant experience or achievements].

I am particularly drawn to [Company's Name] because [mention something specific about the company or its projects that interests you]. I am excited about the opportunity to contribute to your team and learn from your professionals.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Company's Name].

Sincerely,
[Your Name]